



5. Mandatory Submittal Documentation

5.1 Company Information

Proponents are hereby advised that failure to provide all of the information and documentation to the degree specified in the RFP and in the format indicated may result in their proposal being assessed as non-compliant, or in the case of rated requirements no points or lesser points will be assigned to the criteria.

The Proponent must submit a Submittal Form with all the mandatory information requested in this section of the request. Clearly follow page number and word count instructions. Any deviation from this format may result in disqualification or lesser scores of the proposal.

Legal Name (Lead):	
2 nd Legal Name (if required):	
Full Address:	
Telephone:	Email Address:
Name and title of person authorized to sign on behalf of the Contractor (Type or Print)	
Signature (Lead):	
Name and title of Project Contact (Type or Print)	
Telephone:	Email:



5.2 Joint Ventures (if applicable)

The Proponent must clearly and explicitly state whether they are or are not a joint venture in accordance with the definition below:

A Joint Venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise. Joint Ventures may be carried on in a variety of legal forms divided into three categories:

- a) Incorporated Joint Venture.
- b) Partnership Joint Venture.
- c) Contractual Joint Venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership of the corporate designation.

If the response to this RFP is made by a Joint Venture, the Proponent shall describe the precise nature of the Joint Venture, its legal status and its acceptance of the following general principles:

- a) That the signatories are acting and responsible jointly and severally;
- b) That the payment of monies under the contract is to the identified the lead member and shall act as a release from all parties;
- c) That giving notice by the Museum to the identified lead member shall act as a notice to all parties;
- d) That the Museum may, at its discretion in the event of disputes among Joint Venture parties or changes in its composition, direct that the contract be terminated, without in any way altering the liability of the original signatories for performance of the terms of the contract; and
- e) Where the Museum has determined that the Joint Venture lacks sufficient assets to guarantee its contract performance, financial and performance guarantees may be required from each of the Joint Venture members.

It is a condition precedent to any contract being awarded to a Proponent that the Proponent provides a copy of the signed Joint Venture Agreement (or equivalent document which defines the participant's roles and responsibilities) if the Proponent is responding as a Joint Venture (as defined above).



5.3 Technical Proposal

5.3.1 Project Profile Requirements and Resume Requirements

In sections 4.4.2 – 4.4.7, you will be asked to submit details about your core team and foreman roles. A chart is given for the minimum requirements expected. Please supply information by following this format:

- a) Resume Format of Core Team Members and the foremen roles:
 - Not to exceed 2 pages, single-sided (1 page for each member)
 - Pictures are accepted but not required

- b) The Project Profiles will include the following information:
 1. Project description
 2. A description of the Contractor's scope of work
 3. Tender Value
 4. Final Contract Value
 5. Explanation of any gaps between the Tender Value and Final Contract Value
 6. Scheduled end date at time of Contract Award
 7. Final end date
 8. Explanation of any gaps between the Scheduled end date at time of Contract Award and Final end date
 9. Reference that:
 - Can confirm that the information above is true.
 - Can confirm that gaps identified in (5) and (8) were not attributed to the Contractor's performance.

5.3.2 Proposed Project Team – General Contractor

The General Contractor must propose a Project Team to fill the following roles and requirements by providing their name, proposed position, and resume providing proof of experience. The chart below indicates the minimum experience required for each team member:

CORE TEAM CHART – GENERAL CONTRACTOR			
RESUME	ROLE	EXPERIENCE	SOURCE
1.	Site Superintendent	<ul style="list-style-type: none"> • 10+ years of experience as a Site Superintendent 	General Contractor
2.	Project Manager	<ul style="list-style-type: none"> • 5+ years of experience as a Project Manager 	General Contractor
COORDINATION TEAM			
3.	Mechanical/Electrical Coordinator	<ul style="list-style-type: none"> • 7+ years of experience as a Mechanical/Electrical Coordinator • Participated in this role for at least one of the profiled projects for the General Contractor, or Mechanical Electrical sub- 	General Contractor or Sub-Trade



		trades	
4.	Commissioning Coordinator	<ul style="list-style-type: none"> 7+ years of experience as a Commissioning Coordinator Participated in this role for at least one of the profiled projects for the General Contractor, or Mechanical Electrical sub-trades 	General Contractor or Sub-Trade
Additional roles may be proposed with the justification of how their participation would add value for CMIP/MCIQ.			

5.3.3 Project Experience of General Contractor

Proponents will be evaluated on a “yes” or “no” basis for each of the following requirements. Verify that selected projects involved the same core project team that is proposed for this project and that the project was contracted to you under general contract:

- a) 3 project profiles for projects that have been executed in the last (10) years that:
 - Meet or exceed \$5,000,000.00 contract value; and
 - Have a complex mechanical and electrical component where comparable projects would be considered critical environments, healthcare, laboratory, or a national museum containing artifacts.
- b) 1 project profile for a project that has been executed in the last (10) years that:
 - Was located in a secure and operating environment whether it be the client site or the landlord. The purpose of this requirement is to offer comparable experience to working at the Port of Halifax.
- c) 1 project profile for a project that has been executed in the last (10) years that:
 - Was located in a publicly accessible and operating environment.

5.3.4 Proposed Project Team: Mechanical Sub-Contractor

The Mechanical Sub-Contractor must propose a Project Team to fill the following roles and requirements. The chart below indicates the minimum experience required for each team member. Please submit one page maximum for:

MECHANICAL SUB-CONTRACTOR TEAM CHART		
RESUME	ROLE	EXPERIENCE
1.	Foreman	<ul style="list-style-type: none"> 7+ years of experience as a Mechanical Contractor Foreman

5.3.5 Project Experience of Mechanical Sub-Contractor

Proponents will be evaluated on a “yes” or “no” basis for each of the following requirements. Verify that selected projects involved the same core project team that is proposed for this project and that the project was contracted to you as a sub-contractor under a General Contractor or Construction Manager:



- a) 3 project profiles for projects that have been executed in the last (10) years that:
 - Meet or exceed \$1,500,000.00 contract value; and
 - Have a complex mechanical and electrical component where comparable projects would be considered critical environments, healthcare, laboratory, or a national museum containing artifacts.

5.3.6 Proposed Project Team: Electrical Sub-Contractor

The Electrical Sub-Contractor must propose a Project Team to fill the following:

ELECTRICAL SUB-CONTRACTOR TEAM CHART		
RESUME	ROLE	EXPERIENCE
1.	Foreman	<ul style="list-style-type: none"> • 7+ years of experience as an Electrical Contractor Foreman

5.3.7 Project Experience of Electrical Sub-Contractor

The Electrical Sub-Contractor must demonstrate the following project experience Proponents will be evaluated on a “yes” or “no” basis for each of the following requirements. Verify that selected projects involved the same core project team that is proposed for this project and that the project was contracted to you as a sub-contractor under a General Contractor or Construction Manager:

- a) 3 project profiles for projects that have been executed in the last (10) years that:
 - Meet or exceed \$1,000,000.00 contract value; and
 - Have a complex mechanical and electrical component where comparable projects would be considered critical environments, healthcare, laboratory, or a national museum containing artifacts.

5.3.8 Project Schedule

The Proponent must submit a schedule, sufficiently detailed down to the work package level that confirms that this project can be completed within the constraints provided, which include but are not limited to:

- a) Start and End Date
- b) Events booking schedule
- c) Security limitation dependant on the Cruise Ship Schedule
- d) Critical Path

Should the schedule constraints cause a significant increase to the Proponent’s Financial Proposal, CMIP/MCIQ will consider a second, alternative proposed Project Schedule to accompany an alternative Financial Proposal. The Project Schedule, and any proposed alternative Project Schedule, will be a part of the Technical Proposal. Should the Proponent provide a proposed alternative Project Schedule, it should be clearly marked and correlated to the alternative Financial Proposal, which would be in the sealed Financial Proposal envelope.



5.4 Financial Security/Bonding

5.4.1 Bid Deposit

The Financial Proposal shall be accompanied by a Bid Deposit by way of a Bid Bond, certified cheque, bank draft, irrevocable letter of credit or money order, in its original form, in the amount of 10% of the Total Proposal Price including all taxes, made payable to CMIP/MCIQ. Reproductions and copies will not be accepted. Proposals will be rejected and returned if the Bid Deposit is not contained within the Proposal package at the opening of Proposals.

This Bid Deposit is provided as assurance that, should the Proposal be accepted, a contract will be entered into for the proper performance of the work within ten (10) calendar days following written notification from the Owner to the Successful Proponent.

That said Bid Deposit will be forfeited and surrendered to the Owner as liquidated damages sustained in case of failure to enter into a contract as described above, such amount being a fair and reasonable estimate of foreseeable losses.

The Bid Deposit of all Proponents will be returned after the Contract is executed with the Successful Proponent.

5.4.2 Bonding

Proponents are required to provide a performance guarantee through a Labour and Materials Payment Bond and a Performance Bond as set out in the Contract documents.

The proponent's Financial Proposal must be accompanied by an Agreement to Bond Commitment Form(s) (Performance and Labour & Materials Payment) in its original form.

Upon award of this Contract, and prior to signing of Contract documents, the Successful Proponent shall deposit with the Owner, the following documents;

- A Performance Bond for 50% of the Contract price.
- A Labour and Materials Payment Bond for 50% of the Contract price.

The Performance Bond and Labour and Materials Payment Bond shall be provided at the Contractor's sole cost in favour of CMIP/MCIQ in order to secure the due and faithful performance of the Contract.

Any costs associated with these items are the responsibility of the Proponent.

Bonds shall be issued by reputable Bonding Companies, licensed to carry on business in the Province of Nova Scotia. All bonds may be subject to the review and approval of CMIP/MCIQ. Bonds shall be irrevocable and open for acceptance for ninety (90) days from date of closing. These bonds shall guarantee all conditions as set out in the Contract, including not only all matters pertaining to the proper execution of the work, but also all matters for which the Contractor is responsible throughout the one year period of maintenance and warranty.



5.5 Financial Proposal Form

From: _____

To: Canadian Museum of Immigration at Pier 21 (CMIP/MCIQ)
2nd Floor, 1099 Marginal Road
Halifax, Nova Scotia B3H 4P7
Attn: Ashley MacPherson, Office Manager

Re: Proposal for: General Contracting Services

Having carefully examined the Proposal documents, program, specifications, we hereby offer to furnish all materials and labour necessary for the proper completion of the entire project, including all tools, equipment, supervision, permits, insurance, government sales and other taxes, (excluding H.S.T.) in accordance with the above mentioned documents for the total stipulated sum of:

_____ (\$ _____)

Pricing Breakdown

If requested, any Proponent will be required to provide additional breakdown of their stipulated sum price to demonstrate the allocation of costs against various areas of work.

Breakout Pricing

The below identified Breakout prices are included in the total stipulated sum. These items may be considered for removal from the work prior to award of contract.

	Descriptions of Items	Price
1	60 ft of wall and ceiling reinstatement along landside corridor, adjacent to current KCR Hall	\$
2	Two swinging doors to be moved due to where the windows near it are placed	\$
3	Baseboard heaters to be reinstalled and controls re-established for same	\$
4	Installation of the two windows near the kitchen service doors (gridlines 35-36)	\$



5	Archway between Shed 22 North and South needs to be filled in with bricks once the New KCR Hall is complete. The new wall must meet the fire code standards. MHPM will include this in the scope of work for the Builder of Project 1	\$
6	Residual concrete pour and ramps in Shed 22	\$

The below Itemized and Alternate prices may be considered by CMIP for alteration to the contract prior to or following execution of the contract:

Itemized Prices		PRICE
1.0	Clean and Urethane Wood Ceiling (All areas)	
1.1	Clean and Urethane Wood Ceiling (Chrysler Canada Pavilion 125)	
1.2	Clean and Urethane Wood Ceiling (Kenneth C. Rowe Hall 133)	
2.0	Painting exposed steel/trusses above 12' (all areas)	
2.1	Painting exposed steel/trusses above 12' (Chrysler Canada Pavilion 125)	
2.2	Painting exposed steel/trusses above 12' (Kenneth C Rowe Hall 133)	
2.3	Painting exposed steel/trusses above 12' (Stage 145)	
3.0	Motors for Lighting Trusses	
4.0	Metal shelf/rail at top of panels	
5.0	Metal cable rail below panels	
6.0	Tectum ceiling panels (all areas)	
6.1	Paint ceiling and ducts/equipment in lieu of Tectum panels (all relevant areas)	
7.0	Hold open devices	
8.0	Blackout blinds (Chrysler Canada Pavilion 125)	
8.1	Blackout blinds (Kenneth C Rowe Hall 133)	
9.0	Ramp to stage and framing	
10.0	Stage Curtains	
11.0	Wood Paneling in Chrysler Canada Pavilion 125	
11.1	Add paint in lieu of wood paneling in Chrysler Canada Pavilion 125	
11.2	Wood Paneling in Kenneth C Rowe Hall 133	
11.3	Add paint in lieu of wood paneling in Kenneth C Rowe Hall 133	
12.0	New refrigerator for kitchen	
13.0	Metal Panels in Storage Rooms 133A, 133B, 141	
14.0	Fabric Wall Panels Chrysler Canada Pavilion 125	
14.1	Fabric Wall Panels Kenneth C Rowe Hall 133	

Alternates		Price
1.0	Tackable Acoustic Panels (Fabric Avanti Hardface Wall Panel P2)	
2.0	Door 133A apply painted finish instead of veneer	
3.0	Revise Doors 133B-1, 133B-2, 133B-3, 133B-4, 133A-1 to standard Hollow Metal,	



	pressed frame	
	Wall Type 10 Alternate Assembly: 10" block to underside of truss, 4" steel studs, 1/2" GWB Painted to underside of truss and 4" steel stud, insulating sound batts, and GWB painted either side, from bottom of truss to ceiling	
4.0	Replace sliding door 141 with 2 painted hollow metal doors	
5.0	Replace sliding door 133F with GWB frame)	
6.0	Delete tile in 137 and paint (glossy)	
7.0	Delete Altro Floor in 140 and Paint with kitchen grade paint	
8.0	Delete wall panels in kitchen 140 and paint with kitchen grade paint	

Contract

If our proposal is selected, we further agree to execute the Document CCDC 2–2008 Stipulated Price Contract complete with Supplementary General Conditions.

Addenda:

We acknowledge that we have received the following Addenda _____ to _____.



5.6 Signatures and Corporate Seal

This document is to be completed and included with the Financial Proposal.

As Proponent, if our Proposal is selected by CMIP/MCIQ, I/We undertake to be bound by the terms and conditions of the Contract and RFP, and provide within the specified time frames the Performance Bond, Labour and Materials Payment Bond, and the Certificate of Insurance as detailed in this RFP. The Proponent also understands that the Proposal must remain valid in all respects including price for 60 calendar days from the closing date as detailed in this RFP document.

Company: _____
Legal Company Name of Proponent (Please Print)

Signature: _____
Authorized Representative

Name & Title of Authorized Representative (Please Print)

Signature: _____
Authorized Representative

Name & Title of Authorized Representative (Please Print)

Signature: _____
Witness

Dated at: _____
City Province

Corporate Seal: This _____ day of _____, 2014

END OF SECTION 5